

How to Implement the Ohio Seal of Biliteracy Program with Fidelity

There is no official sign-up or registration with the Ohio Department of Education and Workforce for schools and districts that wish to offer the Ohio Seal of Biliteracy to their graduating seniors. The Department asks schools and districts to consider the following recommendations to adequately demonstrate their participation in the program and ensure that the seals of biliteracy they confer align with the provisions contained in Ohio Administrative Code [Rule 3301-16-08](#) | Ohio Seal of Biliteracy (2024):

1. Carefully review the provisions in the cited Ohio Administrative Code rule and all program-related resources available on the Department's Seal of Biliteracy [webpage](#).
2. Create an application process for students to use to apply for a seal of biliteracy. Typically, this requires the creation of a local application form. The Department can provide examples upon request.
3. Post the application and other relevant program materials in a prominent place on the district's website where parents, students, and Ohio DEW officials can easily find information about the local implementation of the program. Here is a link to a [sample district webpage](#).
4. Work with your transcription platform vendor to add the required language that must appear on the electronic transcripts of seal recipients. This language can be found in the Department's Seal of Biliteracy [FAQ document](#).
5. Per Ohio Revised Code [3313.6114](#), "State diploma seals may be attached or affixed to the high school diploma of a student enrolled in a public or chartered nonpublic school". Work with your local awards vendor to have affixable Ohio Seals of Biliteracy made for placement on the diplomas of graduates who receive the award.
6. Finally, to make their seals of biliteracy official with the state of Ohio:
 - a. Public schools' or districts' Education Management Information System (EMIS) data coordinators must enter the required Seal of Biliteracy Program Code(s) in each recipient's Student Program Record following graduation and prior to the end of the data reporting period, which typically falls sometime in mid-autumn. The Department recommends contacting the [EMIS Helpdesk](#) with all related questions.
 - b. Private schools should follow the guidance provided in the Seal of Biliteracy [FAQ document](#) for the long-term retention of records.